

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING:
UPDATE OF RESTITUTION BASICS FOR VICTIMS OF
OFFENSES BY JUVENILES
RFP NUMBER: CFCC-2025-06-TK**

**PROPOSALS DUE:
March 23, 2026, NO LATER THAN 1:00 P.M. PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families, and other court users.
- 1.2 Project. This request seeks a proposal to update the [Restitution Basics for Victims of Offenses by Juveniles](#) publication and provide training on the topics contained in the updated publication. This publication was created in 2012 and has not been updated since. The updates to this publication will include changes in statute, additional legal requirements, and updated legal citations. The preferential contractor will be an expert in victim rights.

2.0 DESCRIPTION OF GOODS AND/OR SERVICES

- 2.1 The JBE seeks the services of a person or entity, such as a law school, clinic, or organization, with expertise in victim rights laws to update the [Restitution Basics for Victims of Offenses by Juveniles](#) publication (hereafter known as Publication).

The Contractor will be expected to meet with Judicial Council staff, consult with lived experts, and review the content of the Publication. The Publication is currently a 16-page pdf document that is written in plain language for victims of crimes to understand their rights to restitution. The Contractor must create an outline of changes, provide a draft of the changes, provide a final approved Publication, and present a training on the topic by December 30, 2026.

The funding available for this project is **\$35,000.00, which includes all expenses.** The Judicial Council intends to award one (1) Agreement with a term of 8 months (Year 1) approximately from **April 15, 2026**, through **December 30, 2026.**

- 2.2 General Scope of Services Requirements
- The Publication revision must encompass a review of the content for the entire document
 - The Publication revision must include any significant legal, policy, and procedure changes since 2012.
 - Contractor will update and create questions as appropriate.

- Contractor will present and finalize the Publication. This final version should be print and mobile friendly and meet the accessibility requirements of the Americans with Disabilities Act.

2.3 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

- Meet with and obtain input from CFCC attorneys and obtain expected outcomes for this project.
- Design and develop the draft outline of changes and updates. Contractor is expected to update content based on new statutes, case law, policies, and procedures implemented since the last Publication date in 2012.
- Make modifications to outline based on feedback from CFCC attorneys.
- Present full draft of the Publication and provide to CFCC attorneys for review.
- Incorporate CFCC attorneys' input and present final draft of the Publication.
- **Deliverable 1:** Meet with Judicial Council staff and provide summary note for the meeting about the project. **Estimated Due Date: May 1, 2026, but no later than June 1, 2026.**
- **Deliverable 2:** Design and develop the draft outline of changes and updates. Contractor is expected to provide updates since the last Publication date in 2012. **Estimated Due Date: June 30, 2026.**
- **Deliverable 3:** Make modifications to outline based on feedback from CFCC attorneys and return to CFCC for review. **Estimated Due Date: August 30, 2026.**
- **Deliverable 4:** Present full draft of the Publication and provide to CFCC attorneys for review. **Estimated Due Date: September 30, 2026**
- **Deliverable 5:** Incorporate CFCC attorneys' input and present final draft of the Publication that is print and mobile-friendly and meets the accessibility requirements of the Americans with Disabilities Act. **Estimated Due Date: November 15, 2026.**
- **Deliverable 6:** Conduct multidisciplinary training to juvenile court stakeholders on the Publication either in person or online. **Estimated Due Date: By December 30, 2026.**

3.0 **TIMELINE FOR THIS RFP**

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

RFP Title: Update of Restitution Basics for Victims of Offenses by Juveniles

RFP Number: CFCC-2025-06-TK

EVENT	DATE
RFP issued	<i>March 5, 2026</i>
Deadline for written questions to solicitations@jud.ca.gov	<i>March 12, 2026, by 1 PM PST</i>
Questions and answers posted (<i>estimate only</i>) Bidders / Solicitations Judicial Branch of California	<i>March 16, 2026</i>
Latest date and time proposal may be submitted	<i>March 23, 2026, by 1 PM PST</i>
Evaluation of proposals (<i>estimate only</i>)	<i>March 24, 2026 – March 30, 2025</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>April 1, 2026</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>April 8, 2026</i>
Contract start date (<i>estimate only</i>)	<i>April 15, 2026</i>
Contract end date (<i>estimate only</i>)	<i>December 30, 2026</i>

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	<p>On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.</p> <p>Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.</p>
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Payee Data Record Form	<p>This form contains information the JBE requires in order to process payments and must be submitted with the proposal. The Payee Data Record Form (STD 204) may be found at the following link:</p> <p>https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf</p>
Payee Data Record Supplement (STD 205)	<p>This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204. The Payee Data Record Supplement (STD 205) may be found at the following link:</p> <p>https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf</p>
Attachment 6: DVBE Declaration	The Proposer must complete this form and submit it with their proposal only if Proposer wishes to qualify for the DVBE incentive.
Attachment 7: Bidder Declaration	The Proposer must complete this form and submit it with their proposal if they wish to claim the DVBE incentive associated with this solicitation.
Attachment 8: Reference Form	The Proposer must complete and return this form with their proposal.

5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per Deliverable basis.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable listed below. Completion Dates listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services;
 - No other expenses, including travel expenses, will be reimbursed by the Judicial Council.
 - The payment term is Net 60 from date of acceptance of services.

Deliverables:

Deliverables	Estimated Maximum Firm Fixed Price	Estimated Completion Date
First Deliverable: Meet with Judicial Council staff and provide summary note for the meeting about the project.	<i>\$1,000</i>	May 1, 2026
Second Deliverable: Design and develop the draft outline of changes and updates. Contractor is expected to provide updates since 2012.	<i>\$10,000</i>	June 30, 2026
Third Deliverable: Make modifications to outline based on feedback from CFCC attorneys and return to CFCC for review.	<i>\$5,000</i>	August 30, 2026
Fourth Deliverable: Present full draft of Publication and provide to CFCC attorneys for review.	<i>\$14,000</i>	September 30, 2026
Fifth Deliverable: Incorporate CFCC attorneys' input and present final Publication that is print and mobile-friendly	<i>\$3,000</i>	November 15, 2026

Sixth Deliverable:		
In person or online training	\$2,000	December 30, 2026

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **an electronic copy** of the Technical Proposal. The proposal must be signed by an authorized representative of the Proposer. The Technical Proposal must be submitted via email to solicitations@jud.ca.gov and the attachment must be marked “**TECHNICAL PROPOSAL.**” The Proposer must write the RFP title and number in the subject line of the email.
 - b. The Proposer must submit **an electronic copy** of the Cost Proposal. The proposal must be signed by an authorized representative of the Proposer. The Cost Proposal can be submitted in the same email to solicitations@jud.ca.gov as the Technical Proposal, but should be a **separate attachment** marked “**COST PROPOSAL,**” from the technical proposal. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 Late proposals will not be accepted. Submission acceptance will be based on the date and time the proposal is received by the JBE. The proposal must be received prior to the due date and time, or the proposal will not be accepted.
- 6.4 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Solicitations@jud.ca.gov

Subject: CFCC-2025-06-TK UPDATE VICTIM RESTITUTION BASICS

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. The Proposer's name, address, and telephone number, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
 - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
 - c. Describe the key staff (including the dedicated Program Manager) that would service the agreement. Provide a listing of the staff, including name, title, and length of service within the organization. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
 - d. A resume must be provided for the key staff proposed to service this agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge relevant to the proposed agreement tasks. Sufficient detail must be included in each resume to allow the Judicial Council to verify the experience cited.
 - e. Provide a Work Plan based on description of Tasks and Deliverables as defined in Section 2.3.
 - f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. The Proposer must complete the Reference Form (**Attachment 8**). References are to include names, addresses, telephone numbers and the email address of a contact person. The Judicial Council staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Proposer's organization and corporate structure.
 - g. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.

- ii. If exceptions are identified, the Proposer must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
- h. Certifications, Attachments, and other requirements.
- i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
 - iii. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
 - iv. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal

7.2 Cost Proposal. The following information must be included in the cost proposal.

- i. Proposer must provide a firm fixed price for each deliverable described. The costs shall not exceed the estimated maximum firm fixed price of each deliverable as referenced in Section 5.0 Payment Information. The total cost for the entire project shall not exceed the maximum funding threshold, as stated in section 2.1 Introduction of this RFP.

Deliverables	Proposed Firm Fixed Price	Estimated Completion Date
First Deliverable: Meet with Judicial Council staff and provide summary note for the meeting about the project.		May 1, 2026

<p>Second Deliverable:</p> <p>Design and develop the draft outline of changes and updates. Contractor is expected to provide updates since 2012.</p>		<p>June 30, 2026</p>
<p>Third Deliverable:</p> <p>Make modifications to outline based on feedback from CFCC attorneys and return to CFCC for review.</p>		<p>August 30, 2026</p>
<p>Fourth Deliverable:</p> <p>Present full draft of Publication and provide to CFCC attorneys for review.</p>		<p>September 30, 2026</p>
<p>Fifth Deliverable:</p> <p>Incorporate CFCC attorneys’ input and present final Publication that is print and mobile-friendly</p>		<p>November 15, 2026</p>
<p>Sixth Deliverable:</p> <p>In person or online training</p>		<p>December 30, 2026</p>

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JBE reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JBE will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JBE will post an intent to award notice at [Bidders / Solicitations | Judicial Branch of California](#).

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	25
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	10
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3

10.0 INTERVIEWS

The JBE may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Submission of any proposal pursuant to this RFP constitutes

acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 11.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the JBE's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE's sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer's proposal. The number of points that will be added is specified in Section 9.0 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 7**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (**Attachment 6**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

If using DVBE subcontractors, the Proposer must complete and return to the JBE a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the JBE. If the Proposer fails to do so, the JBE will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the JBE shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the JBE shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the JBE to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

ATTN: Protest Hearing Officer
Judicial Council of California
Branch Accounting and Procurement
455 Golden Gate Avenue
San Francisco, CA 94103
Solicitations@jud.ca.gov
RFP # CFCC-2025-06-TK
RFP Title: Update Victim Restitution

14.0 GENERATIVE ARTIFICIAL INTELLIGENCE

Definitions:

“Artificial intelligence” or “AI” means technology that enables computers and machines to reason, learn, and act in a way that would typically require human intelligence.

“Generative Artificial Intelligence” or “GenAI” means an artificial intelligence system that can generate derived synthetic content, including text, images, video, audio, code, and data visualizations, that emulates the structure and characteristics of the system’s training data.

14.1 In its proposal, Proposer must notify the JBE if Proposer’s goods or services contain or utilize GenAI (or will contain or utilize GenAI), or if GenAI is or will be included in any services, goods, or deliverables that materially impact:

(a) functionality of a JBE system (i.e., the work using GenAI could have a significant, substantial effect on the system’s data integrity, availability, confidentiality, or security, and failure to perform such work in accordance with the contract could cause major disruptions to JBE operations);

(b) risk to the JBE (i.e., the work using GenAI could have a significant, substantial effect on the JBE’s operations, finances, security, or reputation, and failure to perform such work in accordance with the contract would constitute a high likelihood of damage to the JBE); or

(c) contract performance (i.e., when failure to conduct work which uses GenAI in accordance with the contract would constitute a material breach of contract).

14.2 Proposer’s failure to disclose GenAI to the JBE may result in disqualification (at the JBE’s sole discretion), and the JBE reserves the right to seek any and all relief it may be entitled to as a result of such non-disclosure.

14.3 The JBE reserves the right to incorporate GenAI-related provisions into the final contract and to reject bids/offers that present an unacceptable level of risk to the JBE, as determined by the JBE in its sole discretion.